

## **Arizona State Land Department Forestry Division**

### **INFORMATION FOR INCIDENT MANAGEMENT TEAMS**

The Arizona State Land Department, Forestry Division is responsible for fire suppression on non-federal, unincorporated (state and private) lands within the state of Arizona. The following information is provided to the Incident Management Teams (especially the Finance Section) working on incidents which involve the Fire Management Division or its resources. This information serves as the default. In the event there are changes, then the best information should prevail.

### **ADDRESSES FOR DISTRICT OFFICES**

**Copies of the fire package should be provided to the host district office at close-out.  
Copies of cost share information and ICARS data should be sent the State Office.**

#### **State Offices:**

Forestry Division  
Office of the State Forester  
1110 W. Washington , Suite 100  
Phoenix, Arizona 85007-2935  
(602) 771-1400  
(602) 771-1421 Fax  
Dave Behrens, State FMO

Forestry Division  
Flagstaff District (2)  
3650 Lake Mary Rd.  
Flagstaff, Arizona 86001  
(928) 774-1425  
(928) 779-2143 Fax  
Kevin Boness, District Forester

Forestry Division  
Phoenix District (1)  
2901 W. Pinnacle Peak Rd.  
Phoenix, Arizona 85027-1002  
(602) 255-4059  
(602) 255-1781 Fax  
Scott Hunt, District Forester

Forestry Division  
Tucson District (3)  
4455 S. Park Ave., Suite 101  
Tucson, AZ 85714  
(520) 628-5480  
(520) 628-5848 Fax  
Brian Lauber, District Forester

Forestry Division, State Office\* 1110 W. Washington St., Suite 100 \* Phoenix, AZ 85007  
Phone (602) 771-1400 \* FAX (602) 771-1421 \* <http://www.azstatefire.org>

## Cost Share Agreement

There is a master Joint Powers Agreement between the State of Arizona and the federal agencies involved in wildland fire suppression. A Cost Share Agreement should be developed if lands of multiple jurisdictions are involved in the incident and when it is necessary to provide an unusually high amount of suppression resources to protect the resources and lands of one agency. Costs will be allocated based on the actual costs for those resources that were deployed on each agency's area of responsibility. Costs for resources that cannot be identified as having been deployed on any area of responsibility, such as the Incident Management Team or incident camp facilities, will be shared on prorata cost-share distribution equal to the percent of total costs that can be determined for those resources that were deployed to a specific agency's area of responsibility. The cost share agreement needs to be completed at no later than two weeks after the fire is declared controlled. A copy of the cost share agreement should be in the finance file provided to the state at closeout. The financial file should be provided to State Forestry District office that supported the incident. The pro-rata acreage used for cost sharing fires is based on the final GIS or GPS map.

For a number of cost tracking reasons, teams should keep federal billing codes separate for "Complex" fires. Apportioning indirect resource costs on "Complex" fires can become a serious challenge.

ICARS data is very important to the Forestry Division. It establishes the amount of Disaster Declaration needed to fund the fire suppression effort. It is also needed for FEMA advances. The Division prefers the data be separated into the following "divisions" by the Cost Unit:

Aircraft	Overhead
Crews	Supplies
Equipment	Support

The Cost Share agreements are applicable only for fire suppression costs. The Forestry Division does not have authority to fully rehabilitate burned private lands.

The Division does rehabilitate dozer and hand lines or other ground disturbing activities associated with fire suppression.

### **Forestry Division Employees' Time Keeping**

The Forestry Division recognizes federal Emergency Firefighter Time Reports (OF-288) for payment. When working on a federal fire all state employees will submit Crew Time Reports to the Time Unit. The information should then be transferred to the OF-288. In box 24 of the OF-288 should be stamped or written, "To be Paid by the Arizona State Land Department, Forestry Division". Upon demobilization of the individual, the Finance Section should pull page 2 (COPY 1 - FILE COPY) and retain for their files. The remainder of the OF-288 should go with the State Employee.

It is somewhat critical that state employees submit time reports on a weekly basis (Fridays). The Finance Section is requested to facilitate the transmittal of Forestry Division time if possible, including using a fax machine. Fax the OF-288 to (602) 255-1781.

### **COMMISSARY**

Commissary issues should be entered on the bottom of the Emergency Fire Time Reports as is customary for federal employees. A commissary privilege for state and state cooperators is the same as for federal employees. The state however encourages both state employees and state cooperators to pay commissary directly. If commissary is not paid for directly, the state will collect from its employees and cooperators and reduce the bills to the federal agency.

## FORESTRY DIVISION COOPERATING RESOURCES

The Fire Management Division has cooperative rate agreements with the majority of the fire departments within the State of Arizona. There are also agreements with most of the counties in the state. These agreements constitute a contract with the State of Arizona to provide fire suppression resources and equipment. They are, therefore, categorized as state resources. Their time should be documented as the Finance Unit would document time for any other federal contractor or resource. In order for the fire departments to receive payment for their services, they are required to submit certain forms to the State Land Department, Fire Management Division. The only difference is that the Fire Management Division requires the originals of all forms in order to process billing. The required forms are listed below:

Crew Time Reports (white)	Standard Form 261
Emergency Firefighter Time Report (pink,copy2+3)	Optional Form 288
Emergency Equipment Shift Ticket (pink)	Optional Form 297
Emergency Equipment Use Invoice (pink)	Optional Form 286
Emergency Equipment Fuel and Oil Issue(original)	Optional Form 304

The rates the Fire Management Division pays fire departments are based on the department providing their own fuel and oil. However, it is expected that at times the fire departments will need to re-fuel while on the fire. In such cases, please document the fuel issued on the use invoice and provide the original Emergency Equipment Fuel and Oil Issue Ticket to the department upon demobilization. It is requested that the Finance Section provide the white (ORDERING OFFICE FILE COPY) to the district office responsible for the fire. The costs incurred for fuel and oil will be deducted from their payment. The same is true for Commissary purchases, equipment repair, etc. by fire department personnel.

The copies of these forms may be used for cost estimation done by the Cost Unit. They should NOT be used for payment. The fire departments will be paid by the Arizona State Land Department, Fire Management Division. The State of Arizona pays these resources and then submits bills for reimbursement to the federal agencies.

## **CLAIMS**

The Fire Management Division requests pre and post-use equipment inspections by the Ground Support Unit for fire department equipment and vehicles to help validate damage claims submitted after the incident. Normal wear and tear on equipment is not considered as reimbursable. Repairs provided due to normal wear and tear should be noted on the Emergency Equipment Use Invoice so that adjustments can be made to their payment by the FMD. Should the fire department file a claim on the incident for lost or damaged equipment, it is requested that the appropriate forms (SF-95, AD-382 or DI-570) be used as in accordance with rules outlined in the Interagency Incident Business Management Handbook, NWCG Handbook 2. Copies of the claim forms should be sent to the host Fire Management Division District Office as part of the final fire package or individually at the conclusion of the incident.

The Fire Management Division requests that the I.M.T. refrain from issuing "S" numbers for lost, stolen or damaged equipment which cannot be replaced from the Supply Unit cache. Instead, it is requested that the I.M.T. have the fire department file a claim.

## **MEDICAL CLAIMS**

Fire departments which have agreements with the State are required to have Worker's Compensation Insurance. Should an individual require medical attention while on an assignment for the State, it is required that the departments utilize their Worker's Compensation Insurance for payment purposes. This is true for both fire departments and state employees.

## **DEPARTMENT OF CORRECTIONS CREWS**

The Fire Management Division employs Department of Corrections hand crews as part of its fire suppression resources. They are paid by the State of Arizona. The Corrections Officers will prepare Crew Time Reports and vehicle Emergency Equipment Shift Tickets with the information transferred to OF- 288's and OF- 286's. The forms required for the crew will be completed by the Correction Officers and submitted directly to the Fire Management Division for payment. No forms or reports for the crew members need to be turned into Finance. The I.M.T. may want to estimate the costs for these crews. Estimated costs for the D.O.C. crews can be obtained from the State Fire Management Office.

<b>STATE REPRESENTATIVES</b>
<p>The Incident Management Team may request an Arizona State Representative or a state business management specialist on incidents where there are numerous state resources. The request should be made to the State Fire Management Office (address and phone numbers listed on first page). If this resource is available (dependant upon local conditions and personnel availability), the state will dispatch a representative. This resource should serve as a liaison between the Incident Management Team and the State of Arizona.</p>